

## **Crawfordsville District Public Library Board of Trustees minutes, February 8, 2024**

### **Monthly Board Meeting for February**

Mr. Keim called the monthly meeting of the Board of Trustees to order at 4 p.m. Trustees present were Ms. Smith, Mrs. Helms, Mr. Keim, Mr. Bennett, Mr. Brewer and Mr. Littell. Mr. Foster was absent. Ms. Tyner, library director; and Ms. Steelman Wilson, library assistant director; were also present.

**Public Comments:** No public comments.

**Minutes:** Mr. Littell made a motion to accept minutes from the January 11 meeting with Mrs. Helms seconding. Motion carried.

**Claims:** Ms. Tyner presented claims of \$343,214.21 for the period of January 16, 2024 to February 8, 2024 with brief explanations. Mr. Littell motioned to approve, seconded by Mr. Keim. Motion carried. Two biweekly payrolls were included in this period's claims: January 1-13, paid on January 26<sup>th</sup>, and January 14-27, paid on February 2.

[Mr. Brewer arrived.]

**Committee Reports:** Ms. Tyner attended the January 22, 2024 meeting of the Main Street Board. New members and an officer slate were presented.

Mr. Keim reported that the Park & Rec board has not met in February.

Ms. Smith, of the Friends of Carnegie Museum committee, said the CMMC Friends Board will meet on Monday, February 12.

**Old Business:** Ms. Tyner informed the board that the non-resident fee will not need to be raised this year. It will remain \$72.

[Mr. Bennett arrived.]

**Director's Report:** Ms. Tyner noted that the month of January 2024 had over 2,000 more items circulated than December 2023. Library gate counts recorded 1,500 more people in January 2024 than in December 2023.

Ms. Tyner discussed the renaming of the Reference and Local History Department to Adult Services. There were no objections.

New employees Lisa Comingore and Stacy Clark have been hired for Reference and Youth Services Departments, respectively. Joni Jeffries has been promoted to the head of the Collection Services Department.

EdgeIT has completed hardwiring the projectors in A, B & C meeting rooms.

Library book sale is to be held this Saturday, February 10.

Ms. Tyner briefly discussed the year end 2023 statistics included in the board packet for this meeting. Mr. Littell had questions regarding the size of the non-fiction collection, which Ms. Tyner explained is in the process of being weeded to balance the collection.

## **Financial Reports:**

Ms. Tyner presented the financials with brief explanations. The December property tax distribution was received with a healthy operating balance resulting. The December credit card statement is included in the board packet this month.

## **New Business:**

Ms. Tyner reported that Ms. Bennett, curator of the CMMC, needs board approval to apply for the Collections Assessment for Preservation Grant. The grant studies collections and buildings, and makes recommendations from their findings. Following some discussion, Mr. Littell motioned to approve, seconded by Mr. Brewer. Motion carried.

Ms. Tyner updated the board on the current payroll situation. Gamble Richardson continues to assist with payroll although they were scheduled to step back once Insperity took over. Since Insperity was unable to take on the payroll duties due to government pension regulations, CDPL needs to decide how to handle future payrolls, which are now biweekly. Ms. Tyner has reached out to two persons who do payroll services for local governments but neither submitted a quote. Ms. Guckes of the library's Circulation Department is able to do payroll in house if approved.

Also, in order to make payroll entry easier, Ms. Tyner requested a change to the monthly sick leave accrual amount. Due to rounding issues in the payroll system, amounts of 7.5 hours for full-time staff and 3.75 hours for part-time staff are not easily handled in biweekly checks. Ms. Tyner proposed changing full-time staff to 8 hours and part-time to 4 hours per month.

Ms. Tyner also suggested changing vacation accrual dates to January 1 in order to simplify book keeping. Following a discussion of possible changes to the vacation policy, it was decided to continue with the current arrangement.

Mr. Keim motioned to move to monthly sick leave accrual of 8 hours for full-time staff, and 4 hours for part-time staff eligible for sick leave, and also to move payroll duties in-house with Ms. Guckes taking on the responsibility. Mr. Littell seconded the motion. The motion carried.

Ms. Tyner presented 1909 Digital's work on the CDPL logo and provided a status for the Carnegie Museum's website, which should be live very soon.

**Adjournment:** Motion to adjourn was made by Mr. Brewer, and the meeting adjourned at 5:16 p.m.